
Chapter 2

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Chapter 2

Summary

- **Computer-readable Census Address List**
Each address record is 244 characters long and is comma-delimited.
- **Computer-readable Block Summary Listings**
There are two Block Summary Listing files (1990 and 2000). Each contains housing unit totals for each block in your jurisdiction. Do **not** correct or return these files to the Census Bureau.
- **Computer-readable Map Sheet-Block Summary Relationship Listing**
This listing gives you the map-sheet(s) on where to find each Census 2000 block number.

Computer-readable Census Address Listing

Each address record is 244 characters long and provides 19 major pieces of information or fields. Do not modify any fields with gray shading. Some fields are reserved for future use and are marked “unused” in this record layout.

Comma-Delimited Census Address List

Field Number	Max. length (chars.)	Field Name	Notes
1	11	Participant entity ID code	Do not modify
2	2	FIPS state code	2-digit code identifying a state
3	3	FIPS county code	3-digit code identifying a county or equiv.
4	5	FIPS place code	FIPS code for active incorporated place
5	5	FIPS MCD code	FIPS code for active MCD
6	4	Census AIANA code	code for active AIANA
7	1	Trust land indicator	“T” or “I” or blank
8	13	MAF ID number	Do not modify. Leave blank for new address
9	6	Collection block number and suffix	May be modified or add block for a address add
10	5	Unused field	
11	1	Participant Action Code	Enter “A”, “C”, “D”, “J”, or “N”
12	1	Special Place flag	“1” if address is a special place; otherwise blank
13	1	Address type flag	“S” if city-style address; “L” if Location Description
14	13	House number and suffix	Use first 13 meaningful characters of house number
15	43	Street Name	Includes prefixes and suffixes
16	13	Unit designation	For ex: The “APT 5” in 111 Elm St APT 5
17	60	Location description	
18	20	PO Box/RR Box address	
19	5	Mailing ZIP Code	All addresses must have a ZIP code entered
20	6	1990 tract number and suffix	Do not modify
21	4	1990 block number and suffix	Do not modify
22	8	Unused field	
23	9	Unused field	
24	5	Census Bureau codes	For Census use only; do not change

* Note: The participant will need to insert spaces between each component of these fields (for example, “NW Johnson Ave” or “Apt 1801”).

Field Definitions

Participant Entity ID Code—Positions 1-11 (length=11 characters)

Definition: A unique code identifying the jurisdiction.

Actions: Do not change this code.

FIPS State Code—Positions 12-13 (length=2 characters)

Definition: A two-digit number identifying a state or statistical equivalent of the U.S. For example, “55” is the FIPS state code for Wisconsin.

Actions: Enter the appropriate two-digit FIPS code for your state when adding a new address.

FIPS County Code—Positions 14-16 (length=3 characters)

Definition: A three-digit number identifying a county or statistical equivalent within a state. For example, in Wisconsin “067” is the FIPS state code for Langlade County.

Actions: Enter the appropriate three-digit code when adding new addresses.

FIPS Place Code—Positions 17-21 (length=5 characters)

Definition: A five-digit number identifying incorporated places. For example, “40775” is the place code for La Crosse, Wisconsin.

Actions: Enter the appropriate five-digit FIPS place code when adding a new address or correcting an existing addresses.

FIPS MCD Code—Positions 22-26 (length=5 characters)

Definition: A five-digit number identifying the primary political or administrative division of a county.

Actions: Enter the appropriate five-digit FIPS MCD code when adding a new address or correcting an existing address.

Census AIANA Code—Positions 27-30 (length=4 characters)

Definition: A four-digit number identifying active tribal governments. For example, “0110” is the code for Acoma Pueblo.

Actions: Enter the appropriate four-digit code when adding a new address or correcting an existing address.

Trust Land Indicator—Position 31 (length=1 character)

Definition: A one-character code to indicate if there are trust lands.

Actions: Enter a “T” for tribal trust, “I” for individual trust, or leave blank if no trust lands.

Census Address List ID Number—Positions 32-44 (length=13 characters)

Definition: A unique 13-digit number identifying a specific address in the Census Bureau Census address list.

Actions: **Do not change or add this code**

Census 2000 Collection Block Number—Positions 45-50 (length=6 characters)

Definition: A five-digit number (sometimes suffixed) indicating the block in which the address is located. This block number matches the block numbers printed on the Census Map.

Actions: If you add or move an address, enter here, the block number (from the Census Map) in which it belongs.

Unused Field:

Action Code—Position 56 (length=1 character)

Definition: This field is blank on the file you receive. An entry by you in this field tells us that you want to have this address added, corrected, or deleted. We assume that any address without an action code has not been changed and does not need to be processed.

Actions: “A” if you are adding an address to the Census address list
“C” if you are correcting information on the Census address list
“D” if you are deleting an address on the Census address list
“J” if the address is not in your jurisdiction
“N” if the address is nonresidential

Special Place Flag—Position 57 (length=1 character)

Definition: This field is blank on the file you receive. An entry by you tells us that an address is also a special place.

Actions: Enter a “1” if the address is a special place, or leave blank if not.

Address Type Flag—Position 58 (length=1 character)

Definition: Identifies whether an address is house number and street name or non-city style

Actions: Enter a “S” for house number and street name addresses; enter a “L” for a non-city style address location description.

House Number and Suffix—Positions 59-71 (length=13 characters)

Definition: All information about the house number for a house number and street name address (e.g., the “111” in 111 Main Ave) goes in this field.

Actions: Enter all information about the house number, and suffix if an
for a house number and street name address in this field.

Street Name—Positions 72-114 (length=43 characters)

Definition: The street name, including street type prefixes and suffixes
directional indicators.

Actions: Enter the street name, type, and any prefix or suffix directional
indicators.

Unit Designation—Positions 115-127 (length=13 characters)

Definition: The identifier for each separate apartment or other housing unit(s) within a single structure. For example, the “#110” in 8067 Cabot Ct, #110.

Actions: Enter in this field all information that distinguishes a specific housing unit within an apartment building or other multi-unit structure. For example, enter in this field the “110#” from the address 8067 Cabot Ct, #110.

Mailing ZIP Code—Positions 208-212 (length=5 characters)

Definitions: All addresses should have a ZIP Code for processing.

Actions: Enter the five-digit ZIP Code for the address here.

1990 Census Tract Number and Suffix—Positions 213-218 (length=6 characters)

Definition: The 1990 census tract number/suffix for this address. This code is composed of a four-digit tract number and may also contain a two-digit tract suffix. Unused spaces are zero filled. Not all addresses have 1990 tract information.

Actions: Do not correct this field. It is for your information only.

1990 Block Number and Suffix—Positions 219-222 (length=4 characters)

Definition: The 1990 census block for this address. Unused spaces are zero filled. Not all addresses have 1990 block information available.

Actions: Do not correct this field. It is for your information only.

Unused Fields:

Census Bureau Codes—Positions 240-244 (length=5 characters)

Definition: Census internal-use codes

Actions: For Census use only.

Computer-readable Block Summary Listings

We have also provided you with two Block Summary Listing files. Each contain the housing unit totals for each block in your jurisdiction (one file contains totals for 1990 blocks, and another for Census 2000 block numbers), and a grand total for your entire jurisdiction. **You should not correct this file or return it; it is for your information only.**

The Block Summary Listing files are also comma-delimited ASCII text files.

Computer-readable Block Summary Listing (2000)

Max. Length (chars.)	Field
2	FIPS State code
3	FIPS County code
6	2000 collection block number/suffix
4	Unused space
7	Residential address count for this LUCA block*

* At the end of the block summary list, there is one additional record containing the total of all the block address counts.

Computer-readable Block Summary Listing (1990)

Max. Length (chars.)	Field
2	FIPS State code
3	FIPS County code
6	1990 tract/BNA and suffix
4	1990 block number and suffix
7	Residential address count for this 1990 block*

* At the end of the block summary list, there is one additional record containing the total of all the block address counts in positions 1-5.